

## MINUTES OF

### ERU3A COMMITTEE MEETING HELD ON MONDAY 08 March 2021

#### AT 1:30PM BY ZOOM

Present: Douglas Yates (Chair), Marbe McNeil (Vice Chair), June Weston (Business Secretary), Graham Greenhalgh (Treasurer), Allen Walker, Robert Humphrey, Isabel Monks (Minutes), Roy Bryce, Teri McCormick, Rosalind Holmes, Ann Scott, Allison Kershaw

		Action
1	<b>WELCOME</b> The Chairman welcomed everyone to the meeting.	
2	<b>APOLOGIES</b> Ritchie Adam	
3	<b>MINUTES OF PREVIOUS MEETING</b> Accepted	
3.1	<b>Publication of Minutes on website</b> It was decided that the committee meeting minutes will be published on the ER u3a website following their acceptance by the committee. The first set to be published will be this set (Mar) which will be published following the April committee meeting.	
4	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b> All matters are covered in the agenda.	
5	<b>CORRESPONDENCE</b>	
5.1	<b>EM 10-02-21 TAT Mailing on TAM and Beacon</b> This has been provided to the committee for information.	
5.2	<b>RM 15-02-21 u3a Member Link</b> This was provided to the committee for information. There was a comment on the amount of information coming out of TAT at the moment. There is a balance to be achieved in forwarding information to members that is useful to them but not overwhelming them.	
5.3	<b>RM 01-03-21 u3a In Touch Scotland Response</b> JW had completed the survey on behalf of ER u3a and the results provided in this email had been circulated to the committee.	
6	<b>BEACON and WEBSITE UPDATE</b> <b>Web site:</b>  All changes re committee personnel names and emails have been made and a new membership form added. The membership page has been changed as agreed. The New constitution has been added. Information on the East Renfrewshire Council website has been altered to reflect that we are still operating in the 'lockdowns'.  <b>Beacon:</b>  All changes re committee personnel have been done. There are still problems with showing if emails have been delivered/opened – they are still working on it and this appeared on the administrators' forum on Saturday. Pixel-based 'Open tracking' used by Beacon e-mail may violate GDPR so has been disabled pending investigation.	

	<p>The only purpose for Beacon e-mail using 'Open tracking' was to indicate, in the E-mail delivery log, that a Beacon e-mail had been opened by the recipient member. For the technology to work, the member's e-mail service provider and e-mail settings have to support it so either may choose not to do so or disable it. For this reason, it was not reliable technology in that the lack of 'Opened' in the E-mail delivery log was not a reliable indication the mail had not been opened.</p> <p>RHo's understanding of the relevant GDPR documentation suggests it is unlikely it will be enabled again unless a method of gaining consent, prior to its use, can be found.</p>	
7	<p><b>GROUP COORDINATORS REPORT</b> <b>Groups:</b></p> <p>Janice Galloway has resigned as co-facilitator of Mearns Reading Group 4. It is continuing under the leadership of the other co-facilitator, Phillippa Tenby, and MM will become their Zoom person.</p>	
8	<p><b>TREASURER'S REPORT –</b></p> <p>At the end of March (which equals the end of year) there is a cash balance of approximately £14,500.</p> <p>GG has received a letter from the bank approving the change to signatories. RB and AS have been added and Brenda Mason removed. GG will be removed post-handover to Ann.</p> <p>Ann will take over as Treasurer from 1 April but GG will present the Treasurer's report at the AGM in June.</p>	
8.1	<p><b>Membership fee</b></p> <p>A note has been sent to members informing them of the reasoning behind the membership fee. No further discussion is required.</p> <p>There was discussion on whether there should be a reduction for households where both are members but receive only one copy of TAM. It was pointed out that this is a TAT decision and they are entitled to 2 copies. It is an all-inclusive membership and it was felt that it would lead to more complications if an exception was made in this case - for example should those who attend more groups than others pay more?</p>	
9	<p><b>MEMBERSHIP SECRETARY'S REPORT</b></p> <p>There is a total of 475 members. There is one new member and one deceased. There were 2 enquiries but no follow up. It was noted that due to the time of year that any prospective members should be recommended to wait until April as they are then covered for the following year.</p>	
10	<p><b>AbilityNet Online Sessions – Keeping Safe Online</b></p> <p>Over 60 people attended both sessions. They had been well received, in particular the Q&amp;A sessions. JW reported that she had received about 40 requests for the slides.</p>	
11	<p><b>MONTHLY MEETINGS</b></p>	
11.1	<p><b>Speakers for future monthly meetings and entertainment for AGM in June</b></p> <p>Speakers have been booked until June and there are 2 on hold for further meetings including RHo. Fools Gold have been booked for the AGM.</p>	
12	<p><b>Marketing and Publicity</b></p>	
12.1	<p><b>Leaflet and Programme</b></p> <p>A sub-committee will be set up headed by MM. AK agreed to help and JW and RHo volunteered to be involved.</p>	MM
12.3	<p><b>u3a Day – 2 June 2021</b></p>	

	A sub-committee will be set up headed by DY. It was agreed that at the next meeting there would need to be concrete things in place.	DY
13	<b>Hybrid meetings</b> The internet in the current hall is not good enough for hybrid meetings. To be able to hold hybrid meetings we would need to invest in a good video camera, good mike, stand for the mike and good Wi-Fi. In addition, the presenters would need to learn special delivery techniques for which we would need to hire a coach. It was agreed that the expense is too high for the benefits that could be achieved and it was decided to remove this from the agenda for future meetings.	
14	<b>Chit-Chat Content and Format</b> It was agreed that any requests for research projects should be sent to JW for referral to the committee. It was acknowledged that producing Chit-Chat is a challenging task at the moment given that there a lot of groups not running. JW agreed to provide a regular committee update, DY will provide a Chairman's message. Articles from the Creative Writing group is also a source of contributions.	
15	<b>Generic email addresses</b> RHo contacted Bearsden and Milngavie as they have implemented generic email addresses. It requires a domain name as well as an email provider which would cost around £510 per year. RB will investigate further as he has knowledge of an organisation that uses generic email addresses.	RB
16	<b>AOCB</b> DY applied to the CORRA foundation for a grant on behalf of ER u3a and was awarded £1000. A report will be required to show how the money was spent.  AS has the refurbished laptop. JW has the printer returned by Brenda Mason. Another printer will be acquired for the Treasurer. AS to acquire and provide the receipt to GG.	AS

There being no further business, the meeting closed at 14:55 pm. The next Committee meeting will be held on Monday 12 April at 1.30pm via Zoom.

Signed ..... Date .....